



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL

CHIEF FINANCIAL &
OPERATIONS OFFICER
INFORMATION
————— PACK —————

WEMBLEY MULTI ACADEMY TRUST (WMAT)

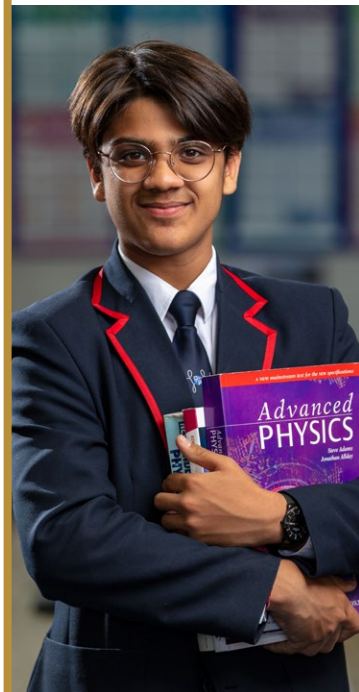
This is a unique opportunity for an exceptional Chief Financial and Operations Officer to support in leading the finance function in a highly successful Trust in the next stage of its development. The Trust is comprised of three schools and a Teaching School Hub, and is highly influential at local and regional level.

Wembley Multi-Academy Trust was formed in 2016 and has established itself as one of the most successful in the country over many years. The Trust is comprised of:

- 1. Wembley High Technology College (WHTC)**
- 2. East Lane Primary School**
- 3. North Brent School**
- 4. Teaching School Hub** – status awarded by the Department for Education in 2021 and redesignation awarded in 2024.

All the schools in our Trust are, first and foremost, outstanding learning communities where academic excellence sits alongside the breadth of education. We believe in providing a structured and disciplined working environment in which all pupils can achieve their full potential. There is a very high standard of teaching across all schools which, coupled with strong work ethic, allows our pupils to flourish. Our broad, balanced and innovative curriculum is designed to challenge pupils to reach their potential, and there is a particular focus on English, Mathematics and the Sciences.

As a Trust, our most important commitment is to our pupils. The quality of education we provide makes us exceptional. We have a mission to be the best, and continuous improvement is embedded in our DNA. We are committed to making a difference to the children in our communities and not allow disadvantage to be a barrier to achievement. All schools in the Trust are highly popular and parental first choice far exceeds the number of places available.



OUR VALUES

We hold our values strongly and they underpin our thinking; they shape our organisations ethos and the behaviours of all in the organisation. Our values drive our actions.

1. Integrity

- Integrity means distinguishing right from wrong and doing the right thing (even if no one would find out). Integrity requires courage and self-accountability. We deliver work of the highest quality.
- We deliver what we say we will. We share our professional judgments with students and their families - even those that may be unpopular - in a manner that is both candid and respectful.

2. Respect

- We respect the capacity and desire for personal growth in our students and staff. We treat people with consideration. We value ideas on their merit.
- We recognise that respect requires both truthfulness and empathy. We deal with one another in an open and honest way. We encourage constructive criticism. We reward performance and contribution consistent with our values. We lead by example.
- We accept this responsibility as a school and as individuals.

3. Diversity

- It is fundamental to our success that we accept, value, and integrate the contributions of people. Diversity of thought, expertise, experience, and background are important in creating an environment in which creative tensions are harnessed and new ideas emerge.
- We are committed to our schools being ones in which all individuals have an opportunity to flourish and succeed, regardless of their age, disability, ethnicity, gender, gender identity, race, religion, belief or sexual orientation.

4. Student Achievement

- We measure our success by our students' success. We make all our resources available to our students and commit ourselves wholeheartedly to their success. In trade-offs between staff and a student's interest, the student comes first.
- Strategy matters. We seek competitive advantage for our students. Our approach is to consider the education agenda as a whole, the competition, and its dynamics. Valid data, rigorous analyses, external perspectives, root causes, and explicit logic serve as our foundations for objective decision-making.
- Our standards for Progress and Value Added are extremely high. Our work helps change, as necessary, the mindset of our staff and students. We make sure we enhance student capabilities and deliver for them exceptional examination performances. We hold ourselves accountable for this.

5. Working in teams

- Our schools are divided into departments and in these departments, staff work together in a manner that is team-oriented, constructive, and challenging. We know that teamwork is essential to the success of our students. We want to strengthen our students' capabilities and be a catalyst for change in their lives. Each student is unique, and there is seldom only one solution. We believe that breakthrough ideas often result from the work of teams seeking to creatively solve real achievement challenges.

6. Sharing our Success

- We seek to extend the art and science of teaching and school leadership by generalising from our experience. We seek to have a positive and lasting impact beyond the school domain.
- We believe we can contribute to the changing educational landscape, both directly through our student work and through work with other schools and national organisations.

WEMBLEY HIGH TECHNOLOGY COLLEGE



Wembley High Technology College is one of the highest performing schools in the country and has been the highest achieving school in Brent for many years. It was judged ‘Outstanding’ by Ofsted in October 2022.

WHTC is an exceptional school and we truly believe that all pupils, regardless of their background, should reach their full potential. Our innovative curriculum allows our pupils to develop secure foundations in the core subjects whilst maintaining the breadth of a wide range of subjects. We believe in ensuring all pupils gain the essential knowledge and skills needed to be successful in the future.

Academic outcomes unlock the door to success for our pupils - Wembley High's GCSE results over the years:

- 2017 – 2nd highest level of progress in England.
- 2018 – 1st, the highest performing school in England.
- 2019 – 4th highest performing school in England. In 2019, our students made +1.58 grades higher than peers of similar ability nationally.
- 2020 and 2021 - No results national published due to the pandemic.
- 2022 - Our students attained their highest ever results with a progress 8 score of +2.02 (based on the actual results achieved by the students).
- 2023 marked the return of pre-pandemic grading standards for the first time since 2019. Despite the increased level of challenge, our provisional Progress 8 score of +1.40* shows that on average each student scored almost one and a half grades higher than they would have if they studied in an average school.

**Due to the pandemic, the Year 11 headline figures reported by the Department for Education do not include the results which our students achieved during 2021 and therefore differ from our figures above. Our statistics above show what our students actually achieved by the end of Year 11.*

Indicator	2018	2019	2020	2021	2022	2023
Progress 8 Score (National percentile rank)	+1.90 (1%)	+1.58 (1%)	N/A	N/A	+2.02 (internal calculation)	+1.40
% A*- C or 9 - 4 in English and Maths	90	88	94	96	96	92
% EBacc achieved (9 - 4)	76	79	82	84	89	74
% 9 - 5 English	91	86	92	88	95	92
% 9 - 5 Maths	84	86	90	90	90	93

Our Sixth Form students have performed exceptionally well, with over 55% gaining places at the top universities including Cambridge, Imperial College, University College, London School of Economics, King's College and University of Warwick. In 2023, 7 students have secured places for studying Medicine or Dentistry which is an amazing achievement.



EAST LANE PRIMARY SCHOOL



East Lane Primary School provides a unique subject specialist based curriculum. Opening in April 2017, it was judged ‘Outstanding’ in every category in its first Ofsted inspection in November 2019.

The school is housed in a new and purpose-built £16 million building with exceptional resources, located adjacent to WHTC.

East Lane Primary School is a three form entry school. Our results to date for Early Years, Phonics, KS1 and KS2 have been amongst the highest in Brent and significantly above the national averages. Places at East Lane are in high demand and community confidence in the school is very high.

Our curricular structure is different from many other primary schools; the school is structured around subjects, with specialist teachers providing expert subject knowledge to ensure pupils’ progress is exceptional. We believe in recruiting and training highly qualified staff who are experts in their fields to deliver a broad, balanced and exciting curriculum. Our staff tend only to teach their specialist subjects and we believe this allows our pupils to greatly deepen their knowledge and understanding of key concepts and fully prepares them for their transition to secondary school.

Indicator	ELPS	Brent	National
RECEPTION			
% of pupils attaining a Good Level of Development	98	66.3	67.2
Average point score for Early Learning Goals	16.8	13.5	14.1
YEAR 1			
% passing the phonics screening check	99	79.1	78.9
KS1			
% of pupils reaching the expected standard in reading, writing and maths	90	57.8	56.0
% of pupils reaching greater depth in reading, writing and maths	47	7.3	6.2
KS2			
% of pupils reaching the expected standard in reading, writing and maths	93	63.2	59.5
% of pupils reaching greater depth in reading, writing and maths	37	9.7	8.0



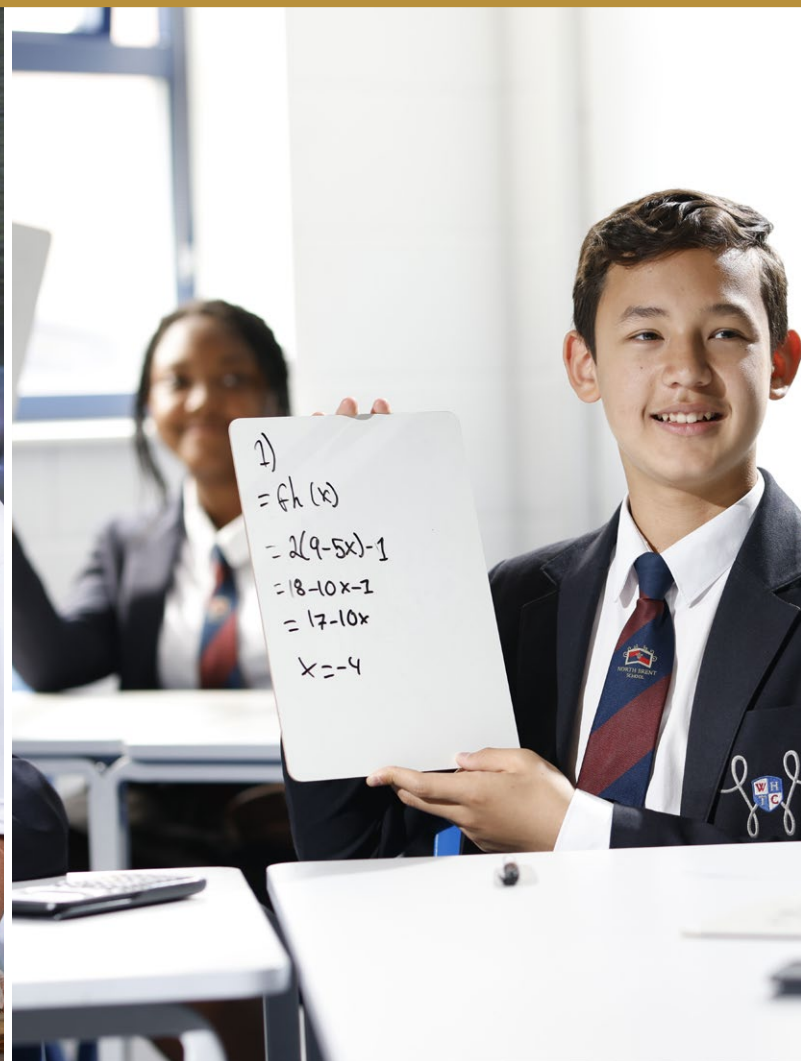
NORTH BRENT SCHOOL



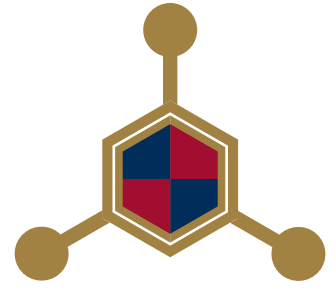
North Brent School has been set up to have the same values, ethos, expectations and standards as Wembley High Technology College and East Lane Primary School. The school has recently been judged 'Good' by Ofsted.

The school has moved to a new building which has been designed to provide an exceptional learning environment and state-of-the-art facilities. The DfE's approval of a £30 multi-million investment in NBS follows popular demand by the local community – reflecting the high levels of trust and confidence which our families have in all Wembley Multi-Academy Trust (WMAT) schools. It is expected to become the leading school in the area and give a choice for families to attend an academically high performing school.

North Brent School currently has pupils in Year 7, Year 8, Year 9 and Year 10.



NORTH WEST LONDON TEACHING SCHOOL HUB



In 2021, Wembley High Technology College (a part of WMAT) was one of 87 schools in England selected to be designated as a new Teaching School Hub by the Department for Education. WMAT, as the North West London Teaching School Hub (NWLTS), leads across the Brent, Barnet and Enfield areas with 314 schools, and we are proud to have been recently re-designated as hub for North West London. NWLTS provides high-quality professional development to teachers and leaders along the Golden Thread from ITT and ECF all the way to NPQs for Executive Headship.

Teachers working with NWLTS receive the highest quality of training on how to become the best classroom practitioners. Leaders are developed to become experts in their areas. The training aims to improve the quality of teaching and leadership, allowing every child to receive a world-class start in life. NWLTS provides the full range of professional development for the Department for Education to teachers beginning their training, ECTs, mentors, all NPQs, as well as the Appropriate Body Service.



CHIEF FINANCIAL & OPERATIONS OFFICER JOB DESCRIPTION



Wembley
Multi-Academy
Trust
ACHIEVEMENT FOR ALL

CHIEF FINANCIAL & OPERATIONS OFFICER OF WEMBLEY MULTI ACADEMY TRUST (WMAT)

Job Title	Chief Financial and Operations Officer
Reporting to	Chief Executive Officer
Salary	c £100k - possible enhancement for an exceptional candidate

A. Job Purpose

CFOO is expected to bring a modern, business-like approach to the leadership of the finance function, running it as a highly competent and efficient service with an emphasis on business partnership across the academies, and with devolution of the service where appropriate. They will support commercial decision-making to ensure the Trust works effectively towards the delivery of its vision, and strategic goals.

CHIEF FINANCIAL & OPERATIONS OFFICER JOB DESCRIPTION

Key Responsibilities:

- Maintain a secure overview of the management of all financial issues within each of the Trust's Academy schools.
- Ensure compliance with the requirements of The Academies Handbook and staying abreast of the annual changes.
- Ensure the financial sustainability of the Trust.
- Advise the CEO and the Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the Trust and on strategic matters, within the framework for financial control determined by the Board.
- Uphold good governance and ethical behaviour including good accounting practices in the finance function and ensure the Trust upholds good accounting, reporting and internal control systems.
- Act as the lead point of reference for commercial and financial issues, as well as participating in the management of major academy projects, which may include potential growth, as required by the CEO.
- Prepare the consolidated financial statements in the statutory format specified by the ESFA, Companies Acts and Charity Commission for auditing by the external auditors. Ensure the audited statutory accounts are filed by 31st December.
- Preparation of monthly management accounts and other adhoc reporting as required.
- Evaluate information, consult with, and report to, the CEO, Head Teachers, and Trustees to prepare a realistic and balanced budget for the successful and sustainable achievement of the school's strategic and operational functions.
- Submit the proposed budget to the CEO and Trustees for approval and assist the overall financial planning process.
- Maintain a strategic financial plan including (a minimum) 3-year budget plan for the organisation.
- Notify the CEO and the Board (if the CEO is implicated) if fraudulent activities are suspected or uncovered.
- Receive, analyse and interpret financial reports, communicating findings in a simplified manner when necessary.
- Research, leading and advising the CEO and Headteachers on additional funding, revenue/income opportunities and additional business opportunities.
- Prepare appropriate bids or tender documents to acquire identified additional funds or grants.
- Monitor all control accounts and reports.
- Be a catalyst for driving efficiencies across the Trust – including leading on the year-on-year reduction in spend across key categories such as utilities, consumables, insurances, external support contracts and other unfunded discretionary spends.
- Monitor all bank accounts and cash flow, establishing and managing a 'trust treasury' function to ensure that there is adequate cash flow to meet Trust requirements, taking advantage of interest bearing accounts where appropriate.
- Procure and administer schools Insurance, including all claims.
- Execute the generic duties of a senior leader.
- Perform other ad hoc duties and assignments as may be determined by the CEO.



CHIEF FINANCIAL & OPERATIONS OFFICER JOB DESCRIPTION

Leadership and Strategy

- Attend Trust Board and relevant Trustee sub-committee meetings.
- Negotiate and influence strategic decisions alongside other senior leaders to ensure financial propriety and best value principles are consistently applied.
- Plan and manage change in accordance with the school improvement plan.
- Lead and manage Finance support staff across WMAT.
- Lead and manage Operational support functions (H&S, Estates, IT) across WMAT.

Compliance

- Liaise with external regulators such as the ESFA/DfE, Charity Commission, Companies House, external auditors and internal auditors as required.
- Develop and maintain the in-house Finance Manual that sets out the Trust's operational procedures, combining best practice with the latest Accounts Direction issued by the ESFA.
- Ensure all forms and returns required by the ESFA and the Trust Board are prepared and submitted in the formats specified by the ESFA/DfE and filed by the relevant filing deadline.
- Maintain effective systems of internal audit control.
- Review of Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies House.
- Visits to each school periodically and carrying out internal audit checks.
- Ensure principles of best value are adhered to.

Other Specific Duties

- To play a full part in the life of the Trust community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Trust's policies.
- To continue personal professional development.
- To comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate.
- To comply with the Trust's procedures concerning safeguarding and to ensure that training is accessed.



CHIEF FINANCIAL & OPERATIONS OFFICER PERSON SPECIFICATION



Essential (E) | Desirable (D)

Qualifications	
• Professional Accountancy qualification, e.g., ICAEW, CIMA, ACCA or CIPFA	E
• Either Level 7 in Academy Financial and Operational Leadership, or Certificate in the Financial Reporting of Academies (CertFRA) or Masters in Business Administration	D
Experience	
• Must have experience gained in the education sector, ideally a MAT	E
• Senior resource management and strategic leadership experience, with accountability for complex resource base	D
• Proven track record of successful leadership and building effective teams	E
• Significant experience of leading and managing budgets; working with stakeholders to develop strong financial understanding across an organisation	E
• Experience of developing and managing external relationships with professional and regulatory bodies	E
• Evidence of entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income	E
• Experience of working within an educational setting	D
• Experience of working with Governors, Trustees, or similar	D
• Experience leading one or more business service disciplines such as IT, Finance, HR, Estates and Administration	E
• Experience in obtaining additional funding	D
Knowledge	
• Detailed and up-to-date knowledge of accountancy and professional codes of practice evidenced by meeting CPD requirements	E
• Advanced knowledge of statutory requirements and funding strategies	E
• Substantial knowledge and experience of managing pro-procurement and contracts	E
• Proven awareness and respect for the highly sensitive status of information and its confidentiality	E
• Understanding of employer pension responsibilities	D
• Up-to-date knowledge of Data Protection and Freedom of Information Acts	D
• Knowledge of HR policy, practice and legislation	D
• Demonstrable commercial acumen	E
• An understanding/experience of working with external auditors and agencies	E

CHIEF FINANCIAL & OPERATIONS OFFICER PERSON SPECIFICATION



Essential (E) | Desirable (D)

Skills and Qualities	
• Proficient in the use of MS Office applications and Financial Information Systems	E
• Strong judgement and the ability to look at risk analysis through a commercial as well as a financial lens	E
• Excellent analytical skills and sound judgement	E
• Ability to direct a multi-disciplinary team effectively and demonstrate excellent leadership skills	E
• Ability to interpret complex financial information, advice, and statutes and to devise policy/practice autonomously considering these	E
• Ability to manage own workload without direction, having the ability to prioritise to meet tight deadlines	E
• Highly effective communications skills and ability to influence and negotiate effectively	E
• Ability to present complex information to a varied audience	E
• High ethical standards, strong moral purpose and influencing skills with the ability to engage effectively with all staff across the Trust and Board of Trustees	E
• Ability to persuade, motivate, negotiate and influence	E
• Excellent written and presentation skills	E
• Comfortable and confident to represent both the Board of Trustees and CEO at external meetings and in the wider community, using initiative and discretion as required	E
• Ability to work autonomously and flexibly	E
• Ability to influence strategic decision making	E
• The jobholder maybe required to apply resilience when dealing with emotions/challenges from staff, suppliers, and contractors on an infrequent basis	E
• A belief that every one can benefit from, and has entitlement to high quality education opportunities	E
• A personal commitment to lifelong learning and continuous professional development	E
• Commitment to high standards, best value, and continuous improvement	E
• Ability to be reflective and self-critical	E
• Proactive and self-motivated	E
• Resolution-focussed and problem solving	E

APPLICATION INFORMATION



Wembley
Multi-Academy
Trust
ACHIEVEMENT FOR ALL

HOW TO APPLY

Completed applications must be returned by email to Rebecca Beach, at Academicis: rbeach@academicis.co.uk

T: 01223 907979 | M: 07733 628155

CVs will not be accepted – candidates must complete and return the application form.

There will be opportunities to visit the Trust before the application deadline – please contact the Rebecca Beach using the details above should you wish to organise a visit.

Timeframes:

- The closing date for applications is Sunday 5th January 2025
- Shortlist will be taking place on Wednesday 8th January 2025
- Interviews will be W/C 13th January 2025

Wembley Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced disclosure from the DBS and we will carry out all checks in line with KCSiE 2023 for all shortlisted applicants.

*A*CADEMICIS